

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the REGULAR meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, February 21, 2001, at 7:30 p.m.**, in the Legislative Room, 100 North Jefferson Street, Green Bay, Wisconsin.

Supervisor Krueger asked Chair Watermolen if the April County Board meeting date could be changed because of Spring Break. Discussion was held with final decision to be made at the March County Board meeting.

No. 4 -- Communications.

No. 4a -- Communication from Trudy Peterson, Executive Director, Odd Fellow Rebekah Home Association, Inc., re: Support of new Brown County Mental Health Center.

Refer to Human Services Committee.

No. 4b -- Communication from State of Wisconsin/Department of Natural Resources, Suzanne Bangert, Director, Bureau of Waste Management, re: Non-Metallic Mining Reclamation Requirements.

Refer to Planning, Development and Transportation Committee.

No. 5 -- Late Communications.

No. 5a -- Communication from James Dashner, Brown County Park Ranger to Supervisor Dave Hansen regarding vacation schedules being denied from April 1 to October 31.

Refer to Education and Recreation Committee.

No. 6 -- Appointments by County Executive.

A motion was made by Supervisor Moynihan and seconded by Supervisor Schillinger to take Appointments No. 6a thru No. 6h with one vote. Vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Kuehn and seconded by Supervisor Bunker to approve Appointments No. 6a thru No. 6h. Vote taken. Motion carried unanimously with no abstentions.

No. 6a -- Reappointment of Sunny Archambault, Glen Chapin, Patricia Hickey and Bonnie Sorenson to Community Options Planning Committee.

No. 6b -- Reappointment of Frank Bennett to Metropolitan Sewerage District Commission.

No. 6c -- Reappointment of Tom Mainz and Janet Bonkowski to Solid Waste Management Board.

No. 6d -- Reappointment of M. J. Knox to Library Board.

No. 6e -- Reappointment of Supervisor Kathy Johnson and appointment of Kramer Rock and Supervisor Jack Krueger to Neville Public Museum Board.

No. 6f -- Reappointment of Supervisor Pat Collins to Nicolet Federated Board.

No. 6g -- Reappointment of Mark Keckeisen and Roger Kolb to Affirmative Action Committee.

No. 6h -- Appointment of Chester Lintz to Emergency Medical Services Council.

No. 7a -- Report by County Executive. No Report.

No. 7b -- Report by Board Chairman. No Report.

No. 8 -- Other Reports.

No. 8a -- Treasurer's Financial Report for the Month of November 2000.

BROWN COUNTY TREASURER'S FINANCIAL REPORT FOR THE MONTH OF NOVEMBER

Following is a statement of the County Treasurer of the Cash on Hand and in the General Account of the Brown County Treasurer as of NOVEMBER 30, 2000

Associated Bank	\$ 928,972.92
Wisconsin Development Fund	13,586.00
Sweep Account (Repurchase Agreements)	1,049,940.15
Deposits in Transit	14,683.09
Emergency Fund	(21,659.25)
Non-sufficient Fund Checks Redeposited	79.33
Transfer to WI Develop Fund	00.00
Deposit Adjustment	(22,910.64)
Bank Error(s)	00.00
Total	<u>1,962,691.60</u>
Less Outstanding Checks	(2,358,675.17)
Other Reconcilable Items	<u>(1,664.20)</u>
Balance Per Cash Book	\$ (397,647.77)

Following is a statement of the County Treasurer of the Working Capital reserves placed in time deposits in the designated public depositories within Brown County for the purpose of investments as of November 30, 2000.

Year-To-Date Interest Received – Prior Month	\$5,101,702.47
Interest Received – Current Month	<u>607,164.86</u>
Year-To-Date Interest Received	<u>\$5,708,867.33</u>
 Working Capital Reserves Invested	 85,394,947.21
Restricted Investments	<u>15,860,362.74</u>
Total Funds Invested	\$101,255,309.95

I, Kerry M. Blaney, Brown County Treasurer, do hereby certify that the above statement of Cash on Hand and in the General Account as of November 30, 2000 and the Statement of Investments for the month of November have been compared and examined, and found to be correct.

\s\ Kerry M. Blaney
County Treasurer

A motion was made by Supervisor Clancy and seconded by Supervisor Kuehn to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 3/12/2001

No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF FEBRUARY 1, 2001

**TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on February 1, 2001, and recommends the following motions:

1. Review minutes of:
 - a. Housing Authority (December 18, 2000). Receive.
2. Reappointment of Mark Keckeisen and Roger Kolb to Affirmative Action Committee. Committee approved. See Appointments February County Board agenda.
3. County Clerk – Discussion of County Code re: Newspaper publications. No action.
4. Facility Management – Request for Budget Transfer: Change in any items within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Emergency repair maintenance of Museum water softener. Approved.
5. Facility Management – Monthly Activity Report. Receive and place on file.
6. Facility Management – Year 2000 Facility Management year End reports for:
 - a. Courthouse Square
 - b. Mental Health CenterReceive and place on file.
7. Facility Management – Jail update progress report. Receive and place on file.
8. Finance Department – 2000 Budget Transfer Log. Receive and place on file.
9. Finance Department – Monthly Activities Report (December 26, 2000 through January 19, 2000). Receive and place on file.
10. Treasurer – Financial report for the month of November 2000. Receive and place on file.
11. Human Resources Department – Monthly Activity Report (January 2001). Receive and place on file.
12. Human Resources Department – Finance Reorganization Study. No action.
13. Human Resources Department – Director's Report. Receive and place on file.
14. Audit of Bills. Pay the bills.

A motion was made by Supervisor Krueger and seconded by Supervisor Queoff to adopt. Vote taken. Supervisors Haefs and Zima abstained from item #1 – Housing Authority Minutes. Motion carried unanimously.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 3/12/2001

No. 9b -- **REPORT OF EDUCATION AND RECREATION COMMITTEE OF
JANUARY 22, 2001**

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION AND RECREATION COMMITTEE met in regular session on January 22, 2001, and recommends the following motions:

1. Review minutes of:
 - a) Library Board (11/17/00 and 12/15/00).
 - b) NEW Zoo Advisory Committee (12/12/00).Receive and place on files items a-b.
2. Reappointment of M. J. Knox to Library Board. Committee approved. See Appointments February County Board agenda.
3. Reappointment of Supervisor Kathy Johnson and appointment of Kramer Rock and Supervisor Jack Krueger to Neville Public Museum Board. Committee approved. See Appointments February County Board agenda.
4. Reappointment of Supervisor Pat Collins to Nicolet Federated Board. Committee approved. See Appointments February County Board agenda.
5. Arena/Expo Centre – Attendance Report (November and December 2000). Receive and place on file.
6. Museum – Visitor Count for months of November and December 2000). Receive and place on file.
7. Museum – Director’s report. (No report.)
8. Library – Approval of fire and security system bid and related financing. Hold until next month.
9. Library Director’s report. To accept.
10. Golf Course – Communication from Sharon Kennedy re: Scheduling 2001 Brown County Women’s Amateur Golf Tournament at Golf Course June 23-24, 2001. Approve waiving the fees and scheduling of tournament.
11. Golf Course – Superintendent’s Report. Accept report.
12. Parks – Discussion re: Ashwaubenon Ski Team fees. No action.
13. Parks – Request by downtown Green Bay for use of the Fox River Trail and waiver of user fees for Bike Week Event, July 19-25, 2001 (Sue Bessert). Make all bike trails free from July 19-25, 2001, as a promotion to use our trail system.
14. Parks – Approve request to construct a Disc Golf Course at Pamperin Park (Rob Brennen). Approve.
15. Parks – Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Zoological donating \$2,800 for purchase of Christmas displays for Zoo. Approve.

16. Parks – Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Donation from Barb VanBeek for educational Graphics for Lion Hut (\$1,000). Approve.
17. Parks – Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Donation from Bonnie Flaeschel for Elk Exhibit Support (\$1,000). Approve.
18. Parks – Request for Budget Transfer: Change in any item within Outlay account which requires the transfer of funds from any other major budget category or the transfer of Outlay funds to another major budget category: Increase Park Outlay by \$9,000 for truck replacement. Approve.
19. Parks – Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Increase Rails-to-Trails expenditures with offsetting revenues (\$3,990) state grant amendment. Approve.
20. Parks – Approve private access renewals: Reforestation Camp & Neshota Park. Approve.
21. Parks – Report on Fox River Trail connection to downtown Green Bay River walkway. Receive and place on file.
22. Parks – Request for waiver of shelter rental fee at Pamperin Park for Barkhausen fund raising event – Green Bay Duck Hunters Association. Approve.
23. Parks – Director’s Report. Accept report.
24. Audit of Bills. (Bills signed and paid.)

A motion was made by Supervisor Johnson and seconded by Supervisor Antonneau to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 3/12/2001

No. 9c -- REPORT OF EXECUTIVE COMMITTEE OF FEBRUARY 12, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in regular session on February 12, 2001, and recommends the following motions:

1. Discussion of professional grant writer (Marty Holden, Executive Director of Bay Lake Regional Planning.) No action.
2. Legislative Subcommittee Report by Supervisor Collins. No action.
3. Mental Health Center Update. No action.
4. Resolution: Reclassifying Property Description Clerk (Register of Deeds Office) to Property Description Specialist. (Referred from Planning, Development and Transportation Committee.) Committee approved. Ayes: 6(Watermolen, Schillinger, Kaye, Hansen, Bunker, Schadewald); Abstain: 1(Williquette). Motion Carried. See Resolutions, Ordinances February County Board agenda.

5. Resolution re: Authority to Execute a 2001-2002-2003 Labor Agreement with Brown County Corrections Officers Local 75. Committee approved. Ayes: 6(Watermolen, Schillinger, Kaye, Hansen, Bunker, Schadewald); Abstain: 1(Williquette). Motion Carried. See Resolutions, Ordinances February County Board agenda.
6. Discussion re: Finance Reorganization Study. No action. (See Attached.)
7. Update of Oneida Tribe of Indians negotiations for shared services. No action.
8. Discussion re: Cancellation of Budget Task Force Committee. (Supervisor Pat Schillinger). No action.
9. County Executive Report. No action.
10. Communication from County Executive Nancy Nusbaum to Department Heads, re: Capital Improvements Bonding. No action.
11. Legislative Report. No action.
12. **Closed Session:** For the purpose of deliberating whenever competitive or bargaining reasons require a closed session pursuant to Wisconsin State Statute 19.85(1)(e). In the alternative, the Executive Committee is meeting for the purpose of collective bargaining and is not subject to the Wisconsin open meetings law pursuant to 19.82(1) of the Wisconsin State Statutes.
 - a) Enter into closed session. Ayes: 6(Watermolen, Schillinger, Kaye, Hansen, Bunker, Schadewald); Excused: 1(Williquette). Motion carried.
 - b) Return to regular order of business. Ayes: 6(Watermolen, Schillinger, Kaye, Hansen, Bunker, Schadewald); Excused: 1(Williquette). Motion carried.
 - c) No action taken.

OPTIONS FOR REORGANIZATION OF FINANCE AND INFORMATION SERVICES DEPARTMENTS

**Prepared by
Human Resources Department
January 2001**

I. Background

Following notification of potential personnel changes in the Finance Department, the County Executive directed the Human Resources Department to examine the possibility of reorganizing the Finance Department and IS Departments. The purpose of this review was to determine if there were other models for organization of these departments that would better reflect the roles each play and would also enhance the interaction that exists between the departments. Specifically reviewed was the feasibility of combining the Finance and IS Departments into an administration department, similar to that found in other larger counties. IS was identified as a possibility for such a merger because of the degree of interaction that already exists between the departments, and because of the operational and financial impacts information technology has County-wide.

II. Research Completed.

Human Resources Department staff met with the individuals listed below for the purpose of reviewing their respective areas of responsibility and to have them provide input in the current structures as well as potentials for change. Various budget documents and reports were reviewed. A survey of other counties was also conducted.

Finance Department:

- Finance Director
- Director of Management and Budget
- Former Assistant Finance Director
- Purchasing Manager
- Accountant
- Payroll Supervisor
- Bookkeeping Supervisor
- Administrative Specialists

Information Services Department:

- IS Director
- Assistant IS Manager
- Network Support Manager

III. Current Structure

A. Finance Department

The County budget lists the following as the mission of the Finance Department: *“The purpose of the Finance Department is to provide centralized financial management, payroll, accounting, and purchasing services. The Department also assists the County Executive and County Board in analyzing and formulating recommendations regarding public policy and administrative matters.”*

The following describes various positions and divisions of the department.

Finance Director: The Finance Director directs operations of finance department and serves as the County’s CFO, ensuring that the County’s financial operations conform to pertinent regulations, standards and guidelines. The position also provides leadership and advice to the County Executive and County Board concerning the direction and management of Brown County.

Director of Management and Budget: The purpose of this position is to provide leadership and technical expertise in the development and implementation of integrated planning, management and budgeting systems for the County. The position serves as internal consultant to County Executive and County Board on policy and operational matters and monitors overall performance of the organization.

Assistant Finance Director: This position provides supervision and direction to personnel responsible for accounting, AP, financial reporting and payroll functions; ensures compliance

with pertinent accounting methods, policies and procedures; and participates in preparation of the annual budget.

Purchasing Manager: Included in the responsibilities of planning, developing, coordinating and monitoring centralized purchasing on a Countywide basis, this position administers and directs the procurement of all supplies, materials, equipment and contractual services for the County.

Payroll Supervisor: This position coordinates, administers, supervises and participates in county payroll functions including auditing, report preparation and submittal and records maintenance. The position is responsible for compliance with State, Federal, and local regulations related to payroll processing. The payroll division is responsible for processing payrolls for a majority of the County's departments (the Mental Health Center and Highway Departments have separate payroll staff).

Accountant: The Accountant performs accounting and financial functions as they relate to countywide budget preparation and financial reporting. The position provides analysis and assessment of statistical and analytical data and prepares State financial reports and calculates and completes Brown County's tax apportionment for all municipalities within the County.

Bookkeeping Supervisor: This position supervises the Accounts Payable function and coordinates and maintains the centralized general ledger.

The Finance Department's current table of organization is attached as Appendix A.

B. Information Services Department

The mission of the IS Department is listed as follows: *"The purpose of the ...Department is to assist County departments to design, coordinate, implement and maintain automated information systems and telecommunications services for all County departments as well as to coordinate services with State and other outside agencies."*

Major functions of the IS Department include information processing and telecommunications services to all County Departments. Services include design, development of software, training and documentation on new programs, mainframe and network computer access, Internet Services, Intranet Services, and the maintenance of all related hardware and software. Functionally the department is divided into the areas of hardware and software. Each area has a manager that reports to the Director of the Department. The IS Director is responsible for directing and guiding all departmental operations. In 1999, the position of Land Information Coordinator was incorporated into the department.

The hardware division, which is supervised by the Network Support Manager, is responsible for administration of the County's networks, assisting users with problems or questions, troubleshooting problems, and setting up, upgrading and maintaining equipment and software. The software division, headed by the Assistant IS Manager, is responsible for analyzing the needs of departments, developing and testing programs, and training users on the software developed.

The annual goals and objectives of the Department are driven by the needs of the various County departments. Each year the IS Department budgets anywhere from one to two million dollars on hardware and software, including new purchases as well as maintenance. These dollars do not include monies budgeted for special projects by other departments.

The Human Resources Department completed a study of the IS Department in 1998. That study identified several options for organization structure of the IS Department, with the ultimate recommendation that the structure remain the same, but that several positions be added. One position that was identified as being beneficial to the IS Department was that of Business Analyst. The proposed role of that position was to function as a consultant to internal departments regarding their needs and to coordinate hardware and software functions in regard to major projects. This position was never added, requiring current staff to absorb these duties as much as possible.

The 1998 study reported that in 1993 the County had 480 system terminals (which require very little maintenance) and 175 personal computers, and that by 1998 the number of personal computers had risen to 750 while the system terminals decreased to 65. Today the number of PC's in the County is approximately 1,000 and the IS Department is moving away from "legacy" or "mainframe" type systems (e.g. AS400) to more "PC" based or Client-Server systems. The County's end user continues to grow in knowledge and sophistication regarding using the personal computer as a tool for increased and improved productivity, resulting in increased demand for support and development from IS staff.

The IS Department's current table of organization is attached as Appendix B.

IV. Other Counties

As part of this review, the Human Resources Department requested information from other counties regarding their organizational structure for their Finance and IS functions. The counties surveyed were as follows: Dane, Eau Claire, Fond du Lac, Kenosha, La Crosse, Manitowoc, Milwaukee, Outagamie, Racine, Sheboygan, Washington, Waukesha and Winnebago. As of the time of the writing of this report, the counties of Dane, Kenosha, Racine and Sheboygan have not responded.

A review of the tables of organization and job descriptions provided by the responding counties shows that the counties of Eau Claire, Fond du Lac, La Crosse, Manitowoc, Outagamie and Winnebago have separate IS and Finance Departments. The Finance Departments of these counties appear to be responsible for "typical" financial areas (e.g., payroll, budget, accounting, etc.). In Washington County the IS Department reports to the Finance Director. Milwaukee County has a Department of Administration with the following divisions: Fiscal Affairs, Procurement, IS, Economic Development, Housing and Community Development, County Health Related Programs, Disadvantaged Business Development and Risk Management. Waukesha County also has a Department of Administration made up of the following divisions: Budget and Radio Services, Purchasing and Records Management, Labor Relations and Benefits,

Employee Services and Training, IS, Accounting and Payroll, Administrative Services and Risk Management.

V. Discussion

As reflected in the County's budget mission statement, the Finance Department is responsible for more than strictly "financial" matters. The Department's director has been responsible for advising the County Executive on any decision with significant financial impact on the County. The Director has been responsible for negotiating on behalf of and/or representing the County on many of the large county-wide projects such as the jail, the arena and convention center, etc. With the Director of Management and Budget, the position has also been responsible for providing direction on overall County information technology policy and expenditures. The Director of Management and Budget is responsible for advising the County Executive in policy and operational matters and monitors overall performance of the organization. It makes sense to review the Department in light of these functions to determine if a different structure might better reflect actual department operations and provide greater flexibility in terms of the County's ability to fill key positions in the department.

In addition to the overall policy and financial direction provided by the Finance Department, there is significant interaction between the staff of the Finance and IS Departments. The County's "chargeback" system requires all County departments to be charged for any service provided by the IS department and for any equipment purchased by IS (either direct or indirect). The entire IS budget is allocated to the budgets of other County departments. One accountant position has as part of its function the responsibility of performing the tasks related to chargebacks and the IS department generally: calculating and recording chargebacks; recording and monitoring expenditures, revenues and tracking inventory; and analyzing, recording and maintaining fixed assets. IS department staff are responsible to track all time spent in order to have the appropriate charges made to the respective departments, and to process paperwork used by Finance Department staff in the accounting of equipment purchased and installed by IS. There is also a significant portion of the County's IS systems dedicated to financial functions (payroll, budget, accounts payable, accounts receivable, general ledger, etc.).

There is interaction between Purchasing and IS as well, particularly during the budget process but also throughout the year. Departments can and do budget for computer hardware and software in their own budgets. Once the Purchasing Manager is aware of the item or items budgeted, she makes sure that IS is involved in or at least aware of the purchase to try to assure that the item purchased is compatible with existing systems and that IS has the staff to support it. There is currently no formal process being used that requires the review and approval of IS to such purchases. The Purchasing Manager also reports that more of the purchases being made on a County wide basis are purchases that affect IS. Two examples given are copiers and phones. All copies currently being purchased are digital copiers. These copies are designed to be connected to the County's computer network and can function as faxes, copiers and printers. IS needs to be involved in these purchases to ensure system compatibility and adequate technical support. Another example is the direction that the County is headed in terms of its purchase of phones. IS currently has the position of Data/Telecommunications specialist, which is responsible for work related to the County's data and telecommunications specialist, which is responsible for work

related to the County's data and telecommunications systems. Purchasing is responsible for acquiring cellular phones utilized by the departments. As County staff starts using more cellular phones, the County should be examining how the cellular and "hard wired" phone systems can and should interact. IS and Purchasing also interact closely during the annual renewal of maintenance contracts for County systems and equipment.

Merging the Finance and IS departments would formalize the relationship that already exists and allow one Director to establish policies where there is overlap of functions.

VI. Options

Listed below are some possible options that have been identified for the structure of the IS and Finance Departments, as well as some pro's and con's for each option.

A. Option 1: No Change. Both departments remain the same.

Pro's:

- This structure has functioned well in the past
- IS department retains technical identity and department head
- Finance department retains financial identity and department head

Con's:

- Structure does not recognize the "non-financial" aspect of the Finance Department
- Structure does not capitalize on or enhance the existing interactions between Finance and IS
- Previous incumbents in positions of Finance Director and Director of Management and Budget had unique qualifications that may be difficult to replace.

Estimated Fiscal Impact: None

B. Option 2: Finance Department remains the same, IS staff remains the same and are incorporated as a division of Finance Department reporting to position of Director of Management and Budget (see Appendix C).

Under this option the Director of Management and Budget formally assumes responsibility for IS expenditures, policy and direction.

Pro's:

- Current structure of Finance remains the same with formalization of relationship between Finance and IS
- Having Finance Director/Director of Management and Budget responsible for overall information technology direction and priorities will allow IS Director more time to:
 - Work more closely with departments who are currently purchasing own systems/software to be certain that they are compatible with and supportable by County staff/system. Establish and enforce policies in regard to such purchases.

- Set short and long range goals and objectives
- Research and formulate recommendations regarding future IS direction
- Spend more time on day to day issues and problems
- Spend more time on project planning, management and direction
- Decreased number of department heads reporting to County Executive.

Con's:

- Structure does not recognize the “non-financial” aspect of the Finance Department
- Previous incumbents in positions of Finance Director and Director of Management and Budget had unique qualifications that may be difficult to replace.
- Concern regarding having a “non IS” person in charge of overall direction of IS for County
 - Will “non IS” person have necessary vision and understanding to best determine IS priorities and direction for County?
 - Will policy makers remain aware of recommendations of IS and ramifications of following or not following IS staff recommendations?
- Concern regarding “loss of identity” of IS staff
- Potential for reducing effectiveness of position of Director of Management and Budget by adding increased responsibility for IS.

Estimated Fiscal Impact: None

C: Option 3: Create Administration Department which includes IS as division. (See Appendix D)

Under this option the “financial” duties of the director are shifted to the head of a finance division (newly created Finance Manager/Controller). The Director retains the duties of overall direction of the department, duties related to policy analysis and advisement, and assumes duties of Director of Management and Budget regarding organizational performance. Position of Director of Management and Budget is eliminated. Some duties of Director of Management and Budget are also shifted to Finance Manager. Assistant Director position is eliminated with duties assigned to the Finance Manager and the newly created position of Senior Accountant. Administrative Specialist that reported to Director of Management and Budget reports to Senior Accountant. (Total number of department staff remains the same.) Under this option it is contemplated that the Director position requires a Masters in Business or Public Administration while the position of Finance Manager/Controller requires a CPA.

Note: For purposes of this report, the term “Administration Department” is used. Obviously, other names for the department are possible, such as “Department of Finance and Technology”, “Department of Policy, Finance and Technology”, etc. due to the fact that there are state statutes which provide for a County Administrator and govern the operations and powers of that position, the use of another name may be desirable.

Pro's:

- Provides recognition of Department's role in non-financial matters

- Gives County more flexibility in terms of filling top positions in Department
- Having Administration Director responsible for overall information technology direction and priorities will allow IS Director more time to:
 - Work more closely with departments who are currently purchasing own systems/software to be certain that they are compatible with and supportable by County staff/system. Establish and enforce policies in regard to such purchases
 - Set short and long range goals and objectives
 - Research and formulate recommendations regarding future IS direction
 - Spend more time on day to day issues and problems
 - Spend more time on project planning, management and direction
- Decreases the number of department heads reporting to the County Executive.

Con's:

- Concern regarding having a “non IS” person in charge of overall direction of IS for County
 - Will “non IS” person have necessary vision and understanding to best determine IS priorities and direction for County?
 - Will policy makers remain aware of recommendations of IS and ramifications of following or not following IS staff recommendations?
- Concern regarding “loss of identity” of IS staff
- There is no position identified as providing research and drafting. These duties would have to be performed by the Director and Finance Manager.

Estimated Fiscal Impact: \$0 to \$15,000 in savings

D. Option 4: Create Administration Department which includes IS as division. (See Appendix E.)

This option is the same as option 3, however, rather than an additional accounting position a position of Policy and Budget Analyst is added to assist the Director and Finance Manager with research, drafting reports and ordinances, objective monitoring and staff support to committees as needed. Under this option the Finance Manager retains more of the accounting duties, although some are shifted from the Finance Manager to the Senior Accountant (previously accountant), from the Senior Accountant to the Bookkeeping Supervisor, and from the Bookkeeping Supervisor to the Administrative Specialist.

Pro's:

- Position of Policy Budget Analyst provides needed support to Director and Finance Manager
- Provides recognition of Department's role in non-financial matters
- Gives County more flexibility in terms of filling top positions in Department
- Having Administration Director responsible for overall information technology direction and priorities will allow IS Director more time to:

- Work more closely with departments who are currently purchasing own systems/software to be certain that they are compatible with and supportable by County staff/system. Establish and enforce policies in regard to such purchases.
- Set short and long range goals and objectives
- Research and formulate recommendations regarding future IS direction
- Spend more time on day to day issues and problems
- Spend more time on project planning, management and direction
- Decreases number of department heads reporting to County Executive

Con's:

- Concern regarding having a “non IS” person in charge of overall direction of IS for County
 - Will “non IS” person have necessary vision and understanding to best determine IS priorities and direction for County?
 - Will policy makers remain aware of recommendations of IS and ramifications of following or not following IS staff recommendations?
- Concern regarding “loss of identity” of IS staff
- Potential that the effectiveness of Financial Manager in regard to countywide policy development may not be as effective as the Director of Management and Budget had been due added financial responsibilities.

Estimated Fiscal Impact: \$0 to \$15,000 in savings.

VII. Recommendations

The purpose of this report was to provide an analysis of current functions of the IS and Finance Departments and point out potential alternatives in terms of how those functions could be performed. It would be most beneficial in terms of organizational structure to have the key position or positions that will be in the department filled prior to making any changes in order to allow that person the opportunity to review the operations and make recommendations on the structure of the Department. We would therefore recommend that the Executive Committee give approval to the concept of consolidating the departments as a finance or administration department. The Human Resources Department would then begin the process of filling the director position, advertising the position as requiring either a CPA with strong policy and IS background or an MBA/MPA with a strong finance and IS background. Once that person is hired the organization would be reviewed with the assistance of that individual and a final recommendation brought to the committee.

APPENDIX A

FINANCE

Finance Director

Purchasing Manager

Assistant Finance Director

Director of Management
and Budget

Payroll

Accounts Payable and
General Ledger

Accountant

Buyer
Administrative Clerk
Clerk/Typist II

Payroll
Supervisor

Bookkeeping Supervisor

Administrative Specialist

Account
Clerks III

Bookkeeper 1
Account Clerk 1

APPENDIX B

INFORMATION SERVICES

Information Services Director

Network Support
Manager

Assistant Information Services
Manager

LIO Coordinator Administrative Specialist

Network Support Specialists
Telecommunications Specialist
Software Support Specialist
Clerk Typist III

Programmer/Analysts II

APPENDIX C

OPTION 2

FINANCE DEPARTMENT

	FINANCE DIRECTOR	
PURCHASING MANAGER	ASSISTANT DIRECTOR	DIRECTOR MANAGEMENT & BUDGET
PURCHASING STAFF	GL/AP PAYROLL STAFF	IS DIVISION STAFF

APPENDIX D

OPTION 3

ADMINISTRATION DEPARTMENT

		DIRECTOR ADMIN SPEC					
	CONTROLLER OR FINANCE MANAGER		PURCHASING MANAGER		IS MANAGER OR DIRECTOR		
PAYROLL SUPERVISOR	BOOKPG SUPV	SENIOR ACCOUNTANT	BUYER ADMIN CLERK CT II	NETWORK SUPP MGR	ASST MGR	LIO COOR	ADMIN SPEC
ACCT CLERK III (2)	BOOKPRI ACCT CLK 1 PT CT 1	ADMIN SPEC	ACCOUNTANT	NTWK SUPP TELE SPEC SFTWR SPEC CT III	PROG ANAL		

APPENDIX E

OPTION 4

ADMINISTRATION DEPARTMENT

DIRECTOR

ADMINISTRATIVE SPECIALIST

POLICY BUDGET ANALYST

CONTROLLER OR FINANCE MANAGER

PURCHASING MANAGER

IS MANAGER OR DIRECTOR

PAYROLL
SUPV

BOOKPG
SUPV

SENIOR
ACCT

BUYER
ADMIN CLK
CT II

NETWRK
SUPP MGR

ASST
MGR

LIO
COOR

ADMIN
SPEC

ACCT
CLK III
(2 OR 3)

BOOKPR1
ACCT CLK1
PT CT 1

ADMIN
SPEC

NTWK SUPP SPEC
TELE SPEC
SOFTWARE SPEC
CT III

PROG
ANAL

A motion was made by Supervisor Kuehn and seconded by Supervisor Collins to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 3/12/2001

No. 9d -- **REPORT OF SPECIAL EXECUTIVE COMMITTEE OF FEBRUARY 21, 2001**

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EXECUTIVE COMMITTEE met in **special** session on February 21, 2001, and recommends the following motions:

1. Human Resources Communication to Supervisor Pat Schillinger re: Items inadvertently left out of Resolution re: Authority to execute a 1999-2000-2001 Labor Agreement with the Electricians, Local 158, passed at November 13, 2000 County Board meeting. (See attached.)

February 6, 2001

Supervisor Pat Schillinger, Chair
Brown County Executive Committee
1955 Tyler Lane
De Pere WI 54115

Dear Supervisor Schillinger:

At the November County Board meeting, the County Board adopted a resolution authorizing a three-year labor agreement with electricians employed by Brown County. It has recently come to my attention that unfortunately, the following items were inadvertently left out of the resolution:

Article 5. QUITTING

Delete the phrase "and upon request, the Employer agrees to furnish employees with a letter of recommendation insofar as circumstances permit."

Article 13. WISCONSIN RETIREMENT SYSTEM

Increase the maximums per year to reflect as follows:

1999	\$3246
2000	\$3343
2001	\$3443

SCHEDULE A

County will continue to pay the cost of Masters Certification up to a maximum of \$175 over three (3) years.

MEMORANDUMS OF UNDERSTANDING

ADA	resign
Disability Leave	resign

In addition, the following item was included in the resolution which should not have been:

SCHEDULE A

Increase January 1, 2001 all workers wage \$.05 after the percentage wage increase.

The above items reflect what was negotiated between the County and the Electricians Union and should have been implemented on January 1, 2001, together with the remaining items agreed to. We trust that the Committee will approve these items so that they may be implemented together with the other contractual provisions.

Very truly yours,
/s/ James M. Kalny
Director of Human Resources

A motion was made by Supervisor Schillinger and seconded by Supervisor Bunker to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 3/12/2001

No. 9e -- REPORT OF HUMAN SERVICES COMMITTEE OF JANUARY 17, 2001

**TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS**

Ladies and Gentlemen:

The HUMAN SERVICES COMMITTEE met in regular session on January 17, 2001, and recommends the following motions:

1. Review minutes of:
 - a) Human Services Board (12/7/00 & 1/4/01).
 - b) Board of Health (11/27/00).
 - c) Children with Disabilities Education Board (12/8/00).
 - d) Elderly and Disabled Transportation Subcommittee (10/10/00).
 - e) Aging Resource Center – Finance Committee (12/8/00).
 - f) Aging Resource Center Board (12/8/00).
 - g) Community Options Program Appeals Committee (12/4/00).
 - h) Children with Disability Education Board (12/20/00).

Approve a-h.
2. Reappointment of Sunny Archambault, Glen Chapin, Patricia Hickey and Bonnie Sorenson to Community Options Planning Committee. Committee approved. See Appointments February County Board agenda.
3. Health Department – Report from Board of Health meeting of January 15, 2001. Postpone this discussion until March meeting.
4. Report on Retail Food Establishment Sanitation evaluation by Department of Agriculture. No action.
5. Request for Budget Transfer: Increase in Expenditures with Offsetting Increase in Revenue: Increase in Center for Childhood Safety Grant (\$5,000). Approve. **(Acted on at January 17, 2001 County Board agenda.)**
6. Health Department – Director’s Report. No action.
7. Human Services Department – Financial Report (Using October {Unaudited} 2000 Year End). Approve.
8. Human Services Department – Communication to Earlene Ronk from Rock County re: Intergovernmental Transfer Payment Program (IGT). Postpone until February meeting.
9. Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed \$39,700,000 General Obligation Mental Health Center Facility Bonds of Brown County, Wisconsin. Committee approved. Ayes: 5(Bunker, Collins, Fleck, Marquardt, Williquette); Nays: 1(Haefs) Motion Carried. (Referred to Executive Committee.)
10. Human Services Department – Question/Answer Session with Millennium Architects. No action.

11. Human Services Department – Director’s report. No action.
12. Audit of Bills. Pay the bills.

A motion was made by Supervisor Bunker and seconded by Supervisor Marquardt to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ _____ Nancy J. Nusbaum, County Executive _____ Date: 3/12/2001

No. 9f -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE OF JANUARY 24, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PLANNING, DEVELOPMENT AND TRANSPORTATION COMMITTEE AND LAND CONSERVATION SUBCOMMITTEE met in regular session on January 24, 2001, and recommend the following motions:

Land Conservation Subcommittee

1. Communication from Michael Finney, Oneida Tribe of Indians of Wisconsin, Environmental, Health and Safety Department re: Appreciation Letter to Land Conservation Department. Receive and place on file.
2. Communication from Supervisor Merlin Vanden Plas to Board of Supervisors re: Farm Lease between Brown County “Landlord” and J. Kroll “Tenant” – Referred from January County Board. Also attached – Farm Lease between Brown County and K.C. Stock. Legislative Report. (Referred from January 8, 2001 Executive Committee.) No action.
3. Update on Glacierland RC&D activities (Greg Hines, Coordinator, RC&D). No action.
4. Wisconsin Land and Water Conservation Association adopted resolutions from December 8, 2000 WLWCA annual conference. Receive and place on file.
5. Letter to Senator Brian Burke and Representative DuWayne Johnsrud regarding maintaining funding of Priority Watersheds. Approve.
6. 2001 final Joint Allocations of DATCP and DNR funding to Brown County. Receive and place on file.
7. 2000 Budget Transfer (cost share dollars – payments to landowners). Request for Budget Transfer (A#00-82): Increase in Expenditures with Offsetting Increase in Revenue: Land & Water Plan Payments additional revenue \$110,000. Approve.
8. 2000 Budget Transfer (cost share dollars – payments to landowners). Request for Budget Transfer (#00-83): Increase in Expenditures with Offsetting Increase in Revenue: Agriculture Shoreland Management additional revenue \$100,000. Approve.
9. 2000 Budget Transfer (cost share dollars – payments to landowners). Request for Budget Transfer (#00-84): Increase in Expenditures with Offsetting Increase in Revenue: Duck & Apple/Ashwaubenon Creek Watershed additional revenue \$50,000. Approve.

10. 2000 Budget Transfer (cost share dollars – payments to landowners). Request for Budget Transfer (#00-85): Increase in Expenditures with Offsetting Increase in Revenue: Branch River Watershed additional revenue \$130,000. Approve.
11. Brown County Land Conservation 2001 Annual Work Plan and 2000 annual report. (Sent with packet to Land Conservation Committee members. One copy available in Board office.) Approve.

Planning, Development and Transportation Committee

1. Review minutes of:
 - a) Harbor Commission (11/6/00).
 - b) Planning Commission Board of Directors (11/1/00).
 - c) Solid Waste Board - ****Revised/Approved**** Minutes (9/18/00).
Receive and place on file.
2. Reappointment of Tom Mainz and Janet Bonkowski to Solid Waste Management Board. Committee approved. See Appointments February County Board agenda.
3. Reappointment of Frank Bennett to Metropolitan Sewerage District Commission. Committee approved. See Appointments February County Board agenda.
4. Communication from Town of Suamico, Barbara L. Grant, Deputy Clerk re: Resolution regarding Reorganization of Brown County Planning Commission. (Referred from January County Board.) Receive and place on file.
5. Highway – Commissioner’s report on winter operations and 2001 county highway construction. No action.
6. Survey – Department report. No action.
7. Register of Deeds – Resolution re: Reclassifying Property Description Clerk (Register of Deeds Office) to Property Description Specialist. Committee approved. Ayes: 4(Vanden Plas, Bicoy, Schmitz, Antonneau); Abstain: 1(Williquette). Motion Carried. (Referred to Executive Committee.)
8. Register of Deeds – Department report with regard to Brown County hiring freeze. No action.
9. UW-Extension – Update on Extension activities. No action.
10. UW-Extension – Approve application for Multi-Agency Land & Water Education Grant Program for \$10,000 from Natural Resources Conservation Service. Approved.
11. UW-Extension – Approve application for Suppression of Gypsy Moth & Invasive Plant Species for \$12,725 from the Greater Green Bay Community Foundation. Approved. Ayes: 4(Williquette, Vanden Plas, Schmitz, Antonneau); Abstain: 1(Bicoy). Motion Carried.
12. UW-Extension – Request for Budget Transfer (#00-108): Increase in Expenditures with Offsetting Increase in Revenue: Transfer Urban 4-H after school programming (\$3,915). Approved.
13. Port and Solid Waste – Supplemental agreement to the Bay Port CDF right of entry agreement. Approved.
14. Port and Solid Waste – Update on garbage transfer station property option to purchase. No action.
15. Port and Solid Waste – **Closed Session:** 19.85(1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other

specified public business whenever competitive or bargaining reasons required pertaining to future recycle operations with Outagamie and Winnebago Counties. (No Closed Session Held.)

16. Port and Solid Waste – Director’s report. No action.

17. Audit of bills. Pay the bills.

A motion was made by Supervisor Vanden Plas and seconded by Supervisor Schmitt to adopt. Supervisor Schmitz asked that item #14 be taken separately.

Supervisor Bicoy abstained from voting on item #11—UW-Extension – approve application for Suppression of Gypsy Moth & Invasive Plant Species for \$12,725 from the Greater Green Bay Community Foundation.

Voice vote on remainder of report. Vote taken. Motion carried unanimously with no abstentions.

Item #14 – Port & Solid Waste – Supplemental agreement to the Bay Port CDF right of entry agreement. (Approved at the committee level.)

Supervisor Schmitz gave an update on the Inner-Governmental Agreement on the Recycling Center and Landfill. Supervisor Schmitz gave handouts of the last two meetings. He stated he questioned some of the numbers, and after speaking with Foth & Van Dyke, some of the numbers have been changed. Supervisor Schmitz went on to say, in his opinion, this agreement is the worst thing that has ever happened to Brown County.

At this time, Corporation Counsel, Ken Bukowski, cautioned the County Board that this particular item isn’t on the agenda. He strongly suggested to the Chair that discussion cease. If discussion continues, Mr. Bukowski believes the Board would be in violation of the Open Meetings Law.

Chairman Watermelon asked for approval of Item #14.

A motion was made by Supervisor Schillinger and seconded by Supervisor Haefs to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 3/12/2001

No. 9g -- REPORT OF PUBLIC SAFETY COMMITTEE OF FEBRUARY 27, 2001

TO THE MEMBERS OF THE BROWN COUNTY
BOARD OF SUPERVISORS

Ladies and Gentlemen:

The PUBLIC SAFETY COMMITTEE met in regular session on February 7, 2001, and recommends the following motions:

1. Review minutes of:
 - a) Public Safety Communications Advisory Board (12/08/00).
 - b) LEPC (1/9/01).
 - c) Arson Task Force General Membership (11/9/00).
 - d) Arson Task Force Board of Directors (11/9/00).Receive and place on file items a-d.

2. Jail Progress Update. Receive and place on file.
3. Appointment of Chester Lintz to Emergency Medical Services Council. Committee approved. See Appointments, February County Board agenda.
4. Communication from Volunteers in Probation (VIP) re: New VIP Staff and Referrals. Receive.
5. Discussion of the VIP program (Deanna Dittloff and co-worker). Receive.
6. Public Safety Communications Department – Director’s report. Receive and place on file.
7. Medical Examiner – Discussion: regarding Interim Title (Supervisor Jim Schmitt). Remove the word “interim” from the title of Medical Examiner position.
8. Sheriff – Update/Discussion re: Police Officers working at Packer Stadium. (Held from previous meeting.) Refer this item back to Sheriff to tell Committee how he is going to productively use the officers during the “down time” of Packer games.
9. Sheriff – Discussion regarding Huber. Refer back to staff for further report.
10. Sheriff – Jail Population and Overtime Report. Draft a resolution for Brown County similar to the Winnebago County resolution and forward to County Board for approval. See Resolutions, Ordinances February County Board agenda.
11. Sheriff – Request for Budget Transfer (#01-14): Increase in Expenditures with Offsetting Increase in Revenue: Request to participate in Wisconsin DOT Highway safety program called 2001 Corridor Safety – Increase Overtime (Patrol) \$10,000; State Grants \$10,000. Approve.
12. Sheriff – Request for Budget Transfer (#01-15): Increase in Expenditures with Offsetting Increase in Revenue: Request to participate in Wisconsin DOT Highway safety program called Youth Alcohol Enforcement project 2001 – Increase Overtime (Patrol) \$6,000; Increase State Grants \$6,000. Approve.
13. Sheriff’s report. Receive and place on file.
14. Sheriff – **Closed Session:** Pursuant to Section 19.85(1)(c) considering employment, promotion, compensation, or performance evaluation date of a public employee over which the Committee has jurisdiction or exercises responsibility.
 - a) Go into closed session.
 - b) Return to open session.
 - c) No action taken.
15. Audit of bills. Pay the bills.

A motion was made by Supervisor Moynihan and seconded by Supervisor Johnson to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive

Date: 3/12/2001

No. 10a -- RESOLUTION REGARDING AUTHORITY TO EXECUTE A 2001-2002-2003 LABOR AGREEMENT WITH BROWN COUNTY CORRECTIONS OFFICERS LOCAL 75

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

BE IT RESOLVED by the Brown County Board of Supervisors, that the County Executive and County Clerk be and are hereby authorized to execute a three (3) year labor agreement on behalf of Brown County with Corrections Officers, Drivers, Warehouse and Dairy Employees Union, Local No. 75 for the years 2001, 2002 and 2003, effective January 1, 2001, which agreement shall provide the following major changes from the 1999-2000 labor agreement.

The package proposal components are as follows:

The County proposed the predecessor contract with the following changes:

1. ARTICLE 14 HOURS OF WORK

Retain 5/2, 5/3 schedule providing for additional 10 minute briefing time as part of the normal workday and without additional cost to the County.

Employer would have no objection to a 6/3 schedule that includes a briefing period upon mutual agreement during the term of this agreement.

2. ARTICLE 16 JOB POSTING

1. All Correctional Officer positions staffed by members of Teamster's Local 75, that are non-merit postings or a specialty position, shall be selected by seniority.
2. Staff will sign for a shift and group off only. Huber (considered as a separate section, based on separation of physical location – in the event the two facilities come under one campus, the section designation will be eliminated.

The County will permit a preference signing for Juvenile, Intake and Master Control. Management will honor preference unless there is a problem related to, scheduling or performance problem. If additional training is received in a specific area, the officers that receive the training will be expected to fill the vacancy.

3. There will be an initial signing of the bulletin for the new facility.
4. The existing bulletin will remain in effect until the signing for the new facility is completed and ready to be implemented.
5. Subject to paragraph #1 above. If it is determined that a vacancy needs to be filled, it will be posted.
6. The procedure for signing for a vacancy will be as follows:
 - a. In the event that the department determines to fill a vacancy, the opening will be posted on a Monday.
 - b. The posting will remain posted for at least four (4) working days, but not more than five (5) workdays before operations begin.
 - c. Employees desiring such posted jobs shall sign the required form and receive a copy of the signed form.

- d. Employees on vacation, sick or any other authorized leave may “sign” a job posting through the Jail Administration providing authorization is made in advance in writing by the employee or may leave a number with Jail Administration who will make a good faith effort to contact the officer.
 - e. Such authorization or request for phone contact shall be made for each singular period of absence or leave.
- 7. Management specifically reserves the right to post “float” positions so long as those positions are guaranteed payment for a regular full or part-time schedule.

3. PROMOTIONS

In regard to the first promotions the County shall consider:

- a. Officer must be have been hired by 4/1/00 and successfully completed his/her probationary period to be eligible to participate in the promotional process.
- b. Any existing supervisory evaluations
- c. Composite scoring will equal priority in ranking/shift selection
- d. In the event that there are not enough applicants, management reserves the right to amend these requirements.

The above is the intent of management, not to be in a memorandum:

Memorandum of Understanding:

The County will be implementing the following promotional procedure:

- A. For the purpose of this policy reference to staff titles, correctional officer rank structure will be as follows:

Correctional Officers will be denoted as CO I
Housing or Huber Specialists will be denoted as Lance Corporal
Intake Corporal will be denoted as Corporal
Juvenile Superintendent will be denoted as Corporal

- B. The minimum qualifications which entitles correctional officers eligibility to participate in the promotion process for a Housing or Huber Specialist (Lance Corporal or Intake Corporal) shall be as follows:

- 1. Two (2) years of satisfactory job performance evaluations;
 - 2. Two (2) years without disciplines. Candidates must not have received any written warnings or suspensions for two (2) years prior to the promotional process.

- C. All officers who meet the minimum qualifications will sign a posting of their intent to test for the specific promotion. The testing process will consist of the following:

1. Submission of a Written Paper developed and based upon the specific position and/or satisfactory completion of the B-Pad exercise or a comparable assessment tool.
2. Oral Interview which shall consist of objective situational questions, and questions which demonstrate leadership skills and abilities;
3. Peer Evaluations: A peer review evaluation will be conducted by the sworn supervisors and each member of the candidate's shift for the purpose of critiquing the leadership skills and job performance of the candidates. The highest and the lowest scores shall be discarded with the remaining scores averaged.
4. The Sheriff shall, except under extraordinary circumstances, promote the candidate who has the highest composite score out of a possible 100% provided that the candidate meets the benchmark set by the employer. In the event that the benchmark is not met, the employer reserves the right not to fill the position and to commence another promotional procedure at a later date. Extraordinary circumstances include discipline during the promotion process, or arrest during the promotion process, or other change in circumstances which directly effects the employee qualifications or ability to perform the job.
 - a. Written examination or B-Pad exercise shall be weighted 30%;
 - b. Peer evaluation shall be weighted 30%;
 - c. Oral interview shall be weighted 40%.
 - d. Seniority will be used to break a tie.
5. Promotions will become effective when that person has completed the process, been offered the promotion and is directed to assume the duties by the Sheriff.
6. All promotions and postings shall be subject to Section 4.102 Brown County Code.
7. Once an individual is promoted, the employee will serve a probationary period of nine(9) months. This probationary period will be required for the position the officer is promoted into, but does not require the employee to resume probationary status.

The probationary period will commence on the date the officer successfully completes the required training and fully assumes the responsibilities of the position. This probationary period will not include training time.

4. SPECIALTY POSITIONS

In regard to the specialty positions, the County proposes the following contract language:

The Sheriff reserves the right to select the most qualified candidate in accordance with the promotional procedure. Officers so chosen will remain in those positions until they are no longer needed to complete the task assigned (as determined by the Sheriff). There will be a minimum commitment of three (3) years by any officer accepting a specialty position. The specialist positions include the following positions and such other similar positions that may be approved by the Sheriff:

Corrections Field Training Officer

Use of Force Instructor
Canine Officer

CFTO reduction will be accomplished first by volunteers by CFTO seniority, and at the discretion of management based on available information and exist interviews of probationary officers.

5. CLASSIFICATION OFFICER:

The Classification Officer shall be subject to a 3-year commitment. After an officer has completed the 3-year commitment for Classification Officer he/she has the following options:

1. Post into another vacancy.
2. Post Classification Officer vacancy and officer assumes position of individual who signed and is awarded Classification Officer vacancy.
3. Remain in the position.
4. The 3-year commitment is waived for promotions.

6. ARTICLE 17 INSURANCE

Parties agree to reopen the contract to consider insurance issues at the request of the County during the duration of the Contract.

The County tentatively agrees with the Union's proposed conditions as follows:

- 1) The employer must notify the Union during the Brown County Courthouse contract negotiations for 2002.
- 2) The Union reserves its right to make economic counters during such discussions.

7. ARTICLE 28 WISCONSIN RETIREMENT

County would agree to treat correctional officers as protective employees for purposes of the WRS as allowed by law. Correctional Officers will be recognized as protective status employees.

8. ARTICLE 29 WAGES

County proposes to create a pay structure where:

Position of Lance Corporal to be paid \$1.00 more than a Correctional Officer (CO I) at each level.

Position of Corporal and Juvenile Superintendent to be paid \$1.25 more than Correctional Officer (CO I) at each level.

Wages to be increased as follows:

<u>2001:</u>		0%
<u>2002:</u>	01/01/02	2%

2003: 01/01/03 2%

Elimination of line 884 of the current contract.

9. ARTICLE 34 DURATION OF AGREEMENT

Three (3) year contract

10. MEMORANDUMS:

PPO	Resign
Work Week	Resign
Dental	Resign
Vision	Resign
LTC	Resign
Direct Deposit	Resign
Overtime Distribution	The County agrees to resign with the understanding that this process would be reevaluated and discussed with the Union after the first year of the contract
Volunteering for Overtime	Resign
Shift Selection Process	Delete – See our job posting proposal
Signing for Vacation	Resign
FTO	Resign

11. EVALUATIONS

The department shall institute a policy regarding the evaluation procedure. (Distributed to Union on 12/12/00). In the event management determines a need to make modifications to the policy, they agree to confer with the Union prior to making the modifications.

12. MEMORANDUM OF UNDERSTANDING – POSITION REVIEW OF CLASSIFICATION OFFICER

The County agrees to review the position of Classification Officer after one year in the new jail. This review will be conducted for the purpose of determining the appropriateness of classifying a lead position at the rank of Corporal. This review will be conducted without considering the need for additional knowledge, skills and abilities. The first year in the new facility will be used to determine if the scope and responsibilities of the position are comparable to the positions that are classified as Corporal.

13. ARTICLE 24 HOLIDAYS

Amend the first sentence of the paragraph starting at line 774 to read as follows:

All full time correctional officers will receive their full holidays added to their vacation in the beginning of the year or shall receive the pay as the holidays occur.

BE IT FURTHER RESOLVED that the funds to cover the costs resulting from the adoption of this resolution shall be made available from funds budgeted for this purpose.

Respectfully submitted,
EXECUTIVE COMMITTEE

A motion was made by Supervisor Schillinger and seconded by Supervisor Moynihan to adopt. Vote taken. Roll Call #10a:

Ayes: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons

Excused: Fleck

Abstained: Williquette

Total Ayes: 22 Total Excused: 1 Total Abstained: 1

Motion carried.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 3/12/2001

No. 10b -- RESOLUTION REGARDING RECLASSIFYING PROPERTY DESCRIPTION CLERK (REGISTER OF DEEDS OFFICE) TO PROPERTY DESCRIPTION SPECIALIST

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, a Property Description Clerk reclassification request from the Register of Deeds Office has been analyzed by the Human Resources Department, and the Human Resources Department, after reviewing this matter in detail, recommends that the Property Description Clerk position in the Register of Deeds Office be reclassified to that of Property Description Specialist; and

WHEREAS, the analysis by the Human Resources Department indicates that this Property Description Clerk position is now responsible for duties that require knowledge, skills and abilities above that of Property Description Clerk, and most duties now performed by the Property Description Clerk are similar to the Property Description Specialist position, thus forming the basis for the recommendation that the Property Description Clerk position be reclassified as a Property Description Specialist position, and the fiscal impact of this recommendation is attached.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby reclassifies the Property Description Clerk position in the Register of Deeds Table of Organization to a Property Description Specialist position, effective retroactive to April 29, 1997.

Respectfully submitted,

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE
EXECUTIVE COMMITTEE

CITY/COUNTY HUMAN RESOURCES DEPARTMENT
MEMO

TO: Jim Kalny
Director of Human Resources
FROM: Cheryl Lindsley
Sr. Human Resource Analyst
DATE: 3/12/2001 November 27, 2000
SUBJECT: Michelle Gilbreath – Reclassification Request

- I. Request: On April 29, 1997, Register of Deeds employee, Michelle Gilbreath, submitted a request to the Human Resources Department to reclassify her position of Property Description Clerk.
- II. Research Completed:
- A. Discussion with Cathy Williquette, Register of Deeds
 - B. Discussion with Michelle Gilbreath, Property Description Clerk
 - C. Review of the Property Description Clerk Job Description
 - D. Review of other position descriptions and class specifications
 - E. Review of the Position Description Questionnaire prepared by Michelle Gilbreath
- III. Discussion:
In evaluating the reclassification request, the following three areas must be analyzed:
- 1. Are there significant job duty changes?
 - 2. If so, do those significant job duty changes affect the knowledge, skills and abilities necessary to perform the position?
 - 3. If so, do the new requirements for knowledge, skills and abilities warrant the position to be reclassified to another position?

The job duty changes that were outlined for the Property Description Clerk include:

- Prepare all documents and scan all recorded documents into an Optical Imaging System.
- Index all documents using an optical disc scanner and personal computer.
- Perform maintenance on the scanner as needed.
- Provide training to users, as a group or on an individual basis, in the use and operation of imaging applications.
- Run multiple macros and queries on scanned documents and distribute to other employees.
- Maintain a log of documents that are scanned.
- Divide and distribute printed logs to Register of Deeds employees.
- Maintain a log of documents posted and work performed by Tract Index employees.
- Post documents with specific legal descriptions that do not have to be extensively researched or captioned.

- Route documents to Tract Index and Abstract Listing employees.
- Copy files to drives and run several programs to copy files onto CD-ROM for resale to Abstract Companies.

IV. Analysis of Job Changes

A change in technology precipitated this request. The Register of Deeds Office switched from maintaining real estate documents on a personal computer to maintaining them on optical imaging. Typically, a change in technology does not warrant a reclassification. The same work is being performed, however, a different manner is used to perform the work (i.e., changing from typewriters to word processors).

In this situation, however, in addition to the change in the manner in which documents would be maintained, additional duties were assigned to this individual related to the new process. It is those additional duties that were reviewed to determine whether a reclassification was appropriate.

Many of the job duty changes listed in Section III above are routine in nature and do not require any additional knowledge, skills and abilities. Such duties include:

- Maintaining a log of documents that are scanned and maintaining a log of documents posted and work performed by Tract Index employees. The position description for the Property Description clerk includes: “maintaining files, answering telephones and assists the general public.” Logs would fall into this area as it would constitute maintaining a file.
- Dividing and distributing printed logs to other Register of Deeds employees. No additional knowledge skills or abilities are necessary to perform this function either. According to the incumbent, this duty entails splitting the input information evenly and distributing it to the Tract Index Specialists.
- Posting documents with specific legal descriptions that do not have to be extensively researched and captioned is listed in the position description of the Property Description Clerk. The description states: “posts real estate documents to permanent real estate records volumes.” This is now completed electronically via the use of the scanner, but nonetheless is part of the current position.
- Routing documents to Tract Index and Abstract listing employees also does not require any additional knowledge skills and abilities. This simply entails forwarding documents to other employees who process them further.

It should be noted that two Property Description Clerks are currently within the table of organization of the Register of Deeds, but only one position operates the optical imaging system.

Several of the job changes do require some additional knowledge, skills and abilities and are not listed on the current position description. Such duties include:

- Preparing all documents and scanning the documents into an Optical Imaging System. Preparation is simply reviewing the documents to make sure that all are numbered and

- verifying that information is correct. This does not require any additional skill. However, the system for recording has changed to include Optical Imaging. The position is now required to have knowledge of this process as well as the software and hardware associated with optical imaging. This position is responsible to troubleshoot hardware and software problems. One position, therefore, is required to perform work and have different knowledge than the other Property Description clerk.
- Indexing all documents using the optical disc scanner and a personal computer is similar to the previous duty. Use of a personal computer is certainly expected of the Property Description Clerk, however, again the knowledge needed of the optical disc scanner is a new function of the position (such knowledge needed is beyond just operating the scanner, such as troubleshooting hardware and software problems). Such duty distinguishes one position from the other.
 - Perform maintenance on the scanner as needed. All employees are expected to be able to provide basic equipment maintenance and to troubleshoot problems on the equipment they use. This position, in addition, periodically takes apart the equipment and cleans the inside of the scanner.
 - Provide training to users as a group or on an individual basis, in the use and operation of imaging applications also requires additional knowledge, skills and abilities. Previously, this position would provide training to other employees, the public and Abstract Listing Customers, using a personal computer index to find the needed information. This entailed teaching how to look things up on the system. The incumbent continues to do this, as do others within the department, but this individual must now also train others in how to use the optical imaging system beyond retrieving files (scan and index and retrieve files).
 - Run multiple macros and queries on canned documents and distribute to other employees. Several macros and queries have been established and simply need to be run on a daily basis. However, the incumbent in this position also sets up new macros and queries, as requests for specific information often need to be filled.
 - Copy files to drives and run several programs to copy files onto CD-ROM for resale to Abstract Companies. Although this is not an extremely difficult process it is not one that has been previously performed, nor is it listed in the position description. It does require some additional knowledge of computer systems, not typical of a clerical position. The impact of error on this task is also extremely important, as it is crucial that all of the proper information is transferred to disk. Such disks are official records and become property of the Abstract Companies.

V. Comparison to other positions:

Since two positions exist for the Property Description Clerk and one is clearly performing duties outside the scope of the current position description, a reclassification is warranted. It is estimated that the Optical Imaging duties required of one position consume at least 50% of the incumbent's day. To determine the proper rate of pay to account for the differences, the position will be assessed against other positions within the Courthouse bargaining unit.

The current, year 2000 rate for a Property Description Clerk is \$12.3244 per hour.

Administrative Clerk: This position performs complex clerical and record keeping procedures, supervises and trains office staff, maintains employee records, and is responsible for initiating, updating and maintaining confidential records, files, forms and data systems. This position is not comparable as it includes supervision of employees, maintaining their records and performs record keeping functions, typically related to accounting functions. Such duties are not performed by the Property Description Clerk.

Tract Index Specialist: This position researches, captions, analyzes and posts all conveyances that have legal descriptions in private claims, sections, town and range, lot and block in permanent record books. The position also draws scale diagrams and new property descriptions, assists the general public, general contractors, real estate agents and other non-departmental personnel in locating specific property. Other duties include receiving and posting legal documents and providing the Property Description Clerk with technical assistance. Such duties require knowledge skills and abilities of mapping and research. Such duties are above those of the Property Description Clerk, including those of Optical Imaging. Likewise, the documents processed through Optical Imaging are forwarded to the Tract Index Specialists for further processing and completion as an official legal record.

Microfilm Technician: This position previously existed, but was eliminated in 1998. This position operated microfilm and related equipment for the storage of information. The Technician also developed the microfilm, processed the originals, performed maintenance of equipment, recommended purchases of supplies for operation, scheduled projects and supervised and assisted in the training of subordinate personnel. Such duties are of a greater level than those performed by the Property Description Clerk and require knowledge, skills and abilities of film processing, supervision and high level problem solving. These skills are not required for the Property Description Clerk.

Document Center Specialist: This position has primary responsibility for the organization, production, reference, and retrieval of document center requests. The responsibilities include: coordinating service requests including microfilm, imaging, printing, reprographic and mail systems, and providing desktop publishing of such requests. Employees in this job classification also maintain manual and automated indexes, maintain accurate records and document work completed regarding projects, cost, labor, inventory and related data, maintain computerized databases, create productivity reports, and provide daily service, including minor repairs and preventative maintenance on all document center/mailroom equipment. Although some of the duties listed above may appear to be similar in nature to those performed by the Property Description Clerk, the duties performed by the Document Center Specialists are more varied than those performed by the Property Description Clerk. The Document Center Specialists must have knowledge of multiple systems and various hardware and software. Further, the Document Center Specialists utilize various graphic and other desktop publishing software to create documents as well as create and utilize various spreadsheet and database applications. Therefore, the Property Description Clerk is not comparable to the Document Center Specialist.

Central Services Specialist: This position is assigned to the property listing division of the Survey Department. Due to the needs of the department, this position's main focus has been related to updating property listings. However, this position had at one time, in addition to updating property listings, been assigned duties in microfilming and indexing. As microfilming has been replaced by Optical Imaging in this department, it is reasonable to expect that this individual could be utilized to perform scanning and indexing duties utilizing the optical imaging system similar to those that had been performed when microfilming. This position is responsible to operate and maintain the specialized machines of the department. These are similar duties to those required of the Property Description Clerk.

Property Description Specialist: At the present time, this position does not exist in any table of organization for the County. When the Tract Index division transferred to the Register of Deeds, this position was eliminated. In reviewing an old job description for this position, it referred to this position performing "specialized and increasingly difficult work in the posting of real estate transactions...". At the time this position was utilized, this position assumed leadworker type responsibilities in providing technical assistance to the Property Description Clerk.

VI. Recommendations:

It is recommended that one Property Description Clerk be reclassified with the title of Property Description Specialist and that the position description be updated to reflect the position's responsibilities as they relate to using, training and troubleshooting Optical Imaging software and hardware. It is further recommended that the position be maintained in the wage scale of the Courthouse bargaining unit at the same rate as the Central Services Specialist. Such a recommendation is based on the duties listed above that are currently being performed by the incumbent.

Since the above mentioned duties have been within the position held by Michelle Gilbreath since the date of the reclass request, it is recommended that backpay be retroactive to April 29, 1997, the date the reclassification request was filed with the Human Resources Department.

Current Wage Difference:

Property Description Clerk:	\$12.3244
Property Description Specialist:	<u>\$12.8420</u>
Difference:	\$.5176

Estimated Fiscal Impact: \$3,700.84

Note: Actual fiscal impact would need to be tallied based on the actual hours worked by Ms. Gilbreath.

DRAFT BROWN COUNTY POSITION DESCRIPTION

POSITION TITLE: PROPERTY DESCRIPTION SPECIALIST
REPORTS TO: REGISTER OF DEEDS
DEPARTMENT: REGISTER OF DEEDS
DATE: 3/12/2001 NOVEMBER 2000

JOB SUMMARY:

Performs specialized work in the posting and indexing of real estate transactions.

ESSENTIAL DUTIES:

Reads, interprets and indexes real estate transaction documents into an optical imaging system and tract index volumes.
Runs multiple macros and queries on canned documents, distributes information to other employees and occasionally sets up new macros.
Copies files to drives and onto CD-Rom for resale to Abstract companies.
Trains users in the use and operation of imaging applications.
Posts real estate documents to permanent preset real estate records and volumes.
Researches a legal description to determine correct posting of real document.
Occasionally draws scale maps.
Maintains files, answers telephone and assists general public.
Answers inquires from the public and refers to proper individual.
Performs routine maintenance on scanning equipment.

NON-ESSENTIAL DUTIES:

Performs related functions as assigned.

MATERIALS AND EQUIPMENT USED:

General Office Equipment
Computer
Optical Imaging System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma including two years experience in real estate or supplemented by a course in real estate transactions and property descriptions; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Licenses and Certifications:

None.

Knowledge, Skills and Abilities:

Knowledge of real estate transactions, documents and property descriptions.
Knowledge of mathematics as it relates to real estate descriptions.

Knowledge and ability to utilize a computer and related software; and ability to learn optical imaging systems and related applications.
 Skill and ability to troubleshoot optical imaging hardware and software.
 Ability to analyze and interpret legal property descriptions.
 Ability to effectively train others in the use of optical imaging applications.
 Skill and ability to draw scale maps.
 Ability to perform full data entry functions at a rate of 80 net keystrokes per minute.
 Ability to communicate effectively, both orally and in writing.
 Ability to establish and maintain effective working relationships with staff and the public.

PHYSICAL DEMANDS:

Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.
 Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling, and operating controls.
 Occasional bending, twisting, squatting, climbing, reaching, and grappling.
 Communicating orally in a clear manner.
 Distinguishing sounds at various frequencies and volumes.
 Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I have read the above position description and understand the duties and responsibilities of the position.

 Employee Signature Date

A motion was made by Supervisor Hansen and seconded by Supervisor Vanden Plas to adopt. Vote taken. Roll Call #10b:

Ayes: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons, Williquette

Excused: Fleck

Total Ayes: 23 Total Excused: 1

Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 3/12/2001

No. 10c -- RESOLUTION REGARDING REQUESTING COMPLETE FUNDING OF PROBATION AND PAROLE VIOLATION INMATES

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE
 BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, regulations adopted by the State Legislature require the County to incarcerate inmates for a longer period of time; and

WHEREAS, inmates released on probation and parole are being monitored for a longer time, causing their return to jail for violations of said probation and parole; and

WHEREAS, the above inmates cause an overcrowding of other jails and the rate of daily cost of housing these inmates is not covered in total by the State, causing an additional burden on the County Jail Budget; and

WHEREAS, the County should be reimbursed the full cost of housing inmates for State probation and parole violations and these costs should not be an unfounded mandate required to be paid by County taxpayers.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby requests the Governor and the Wisconsin Legislature to provide sufficient funding to support the implementation of state policies which result in additional cost to County taxpayers by housing probation and parole violation inmates in county jails.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that it hereby urges state funding for both capital costs associated with the increased use of county jails and the staffing costs incurred by a jail facility in order to safely support increased jail population.

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the County Clerk be directed to send a copy of this resolution to all Wisconsin Counties, Governor Scott McCallum, the Secretary of the Department of Administration, the Secretary of the Department of Corrections and Legislators representing constituents of Brown County.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE

A motion was made by Supervisor Kaye and seconded by Supervisor Clancy to adopt. Vote taken. Motion carried unanimously with no abstentions.

Approved by: \s\ Nancy J. Nusbaum, County Executive Date: 3/12/2001

No. 11 – Such other matters as authorized by law.

Supervisor Simons asked County Board members to review numbers presented by Foth and Van Dyke. He stated he felt the numbers are askew and they are not presenting the facts as they should be.

Supervisor Schmitz again stated the numbers in the report are wrong.

Supervisor Kuehn asked for a point of order. He questioned if the public has these figures? If not, we shouldn't be discussing this in a public setting until such time the public has had the same opportunity to review.

Chairman Watermolen suggested Supervisor Schmitz bring this up at the next meeting.

A motion was made by Supervisor Collins and seconded by Supervisor Hansen to approve the bills over \$10,000. Vote taken. Motion carried unanimously with no abstentions to pay the bills.

Opening Roll Call:

Present: Antonneau, Bunker, Krueger, Hansen, Zima, Queoff, Vanden Plas, Collins, Clancy, Watermolen, Schadewald, Schmitz, Schmitt, Haefs, Kaye, Bicoy, Johnson, Kuehn, Marquardt, Schillinger, Moynihan, Simons, Williquette

Excused: Fleck

Total Present: 23 Total Excused: 1

**No. 14 -- ADJOURNMENT TO WEDNESDAY, MARCH 21, 2001 AT 7:30 P.M.,
LEGISLATIVE ROOM, 100 N. JEFFERSON STREET, GREEN BAY,
WISCONSIN.**

A motion was made by Supervisor Collins and seconded by Supervisor Hansen to adjourn to the above date and time. Vote taken. Motion carried unanimously with no abstentions.

Darlene K. Marcelle, Brown County Clerk